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# UNITED NATIONS ECONOMIC AND SOCIAL COUNCIL



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ECONOMIC COMMISSION FOR AFRICA  
Advanced Seminar on Current Problems and  
Training Needs in Tax Administration  
Addis Ababa, 6-15 December 1965

## ADMINISTRATIVE ARRANGEMENTS

### Place and time of Meetings

1. The Seminar will be convened at the Headquarters of the Economic Commission for Africa, Addis Ababa on Tuesday 6 December 1964. The registration office on the first floor of Africa Hall will be open from 09.00 hours on that date. Subject to the agreement of participants it is proposed that meetings should be held from 10.00 to 13.00 and 15.00 to 18.00 hours.

### Advice of Arrival

2. Participants should advise the Secretary of the Seminar by telegramme at the cable address given in paragraph 3 below, not later than 1 December 1965.
  - (i) their name;
  - (ii) flight number, time and date of arrival at Addis Ababa;
  - (iii) whether they have an Ethiopian entry visa or require ECA to arrange for one to be issued on arrival. (See paragraph 6 below);
  - (iv) whether they require ECA to arrange hotel accommodation and if so where (see paragraph 10 and 11 below).

### Addresses

3. Correspondence relating to arrangements for the Meeting should be sent to the following address:

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Postal Address: The Secretary, Taxation Seminar,  
Fiscal Unit  
UNECA  
P.O. Box 3001  
Addis Ababa (Ethiopia)

Cable Address: TAXSEMINAR, ECA, ADDIS ABABA

Telephone No.: 47200, extension 56 and 121.

#### Credentials

4. Participants are requested to bring with them their credentials duly signed by their Foreign Minister, and to hand these papers to the Secretary before attending their first meeting.

#### Airlines

5. The following airlines offer services to Addis Ababa: Alitalia, Ethiopian Airlines, East African Airways, Sudan Airways, and United Arab Airlines. Participants should confirm their return arrangements soon after their arrival. Ethiopian Airlines has offices at Africa Hall and the Ghion and Ras Hotels for this purpose.

#### Immigration Requirements

6. Participants are requested to obtain entry visas for Ethiopia from Ethiopian diplomatic or consular representatives prior to travelling to Addis Ababa. Should there be no such representative in a participant's country, this fact should be intimated to the Secretary of the Seminar together with the full name of the participant well in advance of his arrival so that steps can be taken to obtain a visa at the airport on arrival.

#### Health Requirements

7. Valid certificates of vaccination against smallpox and inoculation against yellow fever are essential.

Reception on Arrival

8. To facilitate reception and transportation from the airport to hotels in Addis Ababa, it is most important that advance information on arrival dates, mentioning flight numbers and airline to be sent to the Secretary of the Seminar.

Foreign Exchange

9. There is no restriction on the amount of foreign currencies that may be brought into Ethiopia, but all such holdings should be declared at the Customs at Addis Ababa airport on arrival. The maximum amount of Ethiopian currency to be brought in or taken out without special authority is limited to Eth.\$150.00. Rates of exchange are approximately as follows:

US \$1 = Eth.\$ 2.50  
 £ 1 Sterling = Eth.\$ 7.00

Accommodation

10. Adequate hotel accommodation is available in Addis Ababa, the addresses and present rates (in Ethiopian dollars) of those which usually accommodate ECA meetings are given in the following table.

N A M E	HOTEL		PRESENT RATES (ETHIOPIAN DOLLARS)			
	Address in Addis Ababa		Single Room		Double Room	
	P.O. Box number	CABLE	Bed and Breakfast	Full Board	Bed and Breakfast	Full Board
Ethiopia Hotel	1131	ETHIOHOTEL	\$20.-	\$27.-	\$30.-	\$44.-
Ghion Hotel	1643	GHIONHOTEL	\$18.- & \$23.-	\$20.- & \$27.-	\$28.-	\$35.-*
Ras Hotel	1632	RASHOTEL	\$15.- & \$17.-	\$20.- & \$22.-	\$20.- & \$28.-	\$30.- & \$38.-
Guenet Hotel	1148	GUENETHOTEL	\$10.-	\$14.-	\$20.-	\$28.-

\* Breakfast and lunch only.

